

COMMANDING OFFICER  
MARINE SAFETY OFFICE  
155 COLUMBIA DR  
TAMPA, FL 33606

**TAB C TO APPENDIX 3 ANNEX C TO MSO TAMPA HEAVY WEATHER CONTINGENCY PLAN**  
**VESSEL HEAVY WEATHER LAY UP PLANS AND REQUEST FORM**

REFERENCES: (a) CCGDSEVEN SOP  
(b) CCGDSEVEN OPLAN 9770-95

There are no "safe havens" identified within the Seventh District Area of operation for a vessel to safely survive threatening winds, hurricane force winds, or potential storm surges without creating a threat to the safety of the port and public welfare. The safest condition for the port during the arrival of a hurricane is when the inventory of vessels is at a minimum.

Vessel owners/operators and agents will make every attempt to put their vessels to sea in the event a hurricane threatens a particular Seventh District port. All oceangoing commercial vessels and oceangoing barges greater than 500 gross tons are to depart the port area. The criteria for this requirement was chosen for the following reasons:

1. "Oceangoing" is an important term because it creates a standard for vessel construction. For this planning effort, the term "oceangoing" is defined as U.S. vessels with a Certificate of Inspection authorizing ocean service and foreign vessels possessing an international load line certificate, oceans route, registry vessels;
2. The load line rules apply to commercial/merchant vessels greater than 150 gross tons; and
3. Master competency rules apply to commercial/merchant vessels greater than 500 gross tons.

In the event a commercial oceangoing vessel or Coast Guard certificated oceangoing barge over 500 gross tons is not capable of putting to sea, the person in charge of the vessel must submit a written request to the COTP to allow the vessel to remain in the port.

**PERMISSION TO STAY**

Vessels allowed to remain in port must have the decks clear of any missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure hatches are secured for heavy weather. The following information at a minimum should be included in requests to the COTP to allow a commercial oceangoing vessel or oceangoing barge of over 500 gross tons to remain in port.

**Vessel Information**

1. Name, call sign, and official number of vessel.

2. Nationality of the vessel.
3. Name of the master.
4. Name, address, and phone number of the agent, charterer or operator, and owner.
5. Reason why the vessel is not leaving port.
6. Provide full vessel characteristics that would be needed to effect salvage.
7. Provide a full stowage plan and manifest to determine particular cargo and pollution hazards.
8. Provide 24-hour contact and information on qualified individuals who have been empowered in writing by the owners to make on-site decisions and authorize expenditures for any required pollution response or salvage.
9. Provide full insurance disclosure to the Captain of the Port, and if moored to a facility, to the facility.
10. Vessel particulars as applicable (length, breadth, draft, air draft, gross tonnage, hull type, horsepower, single or twin screw).
11. Number of personnel to remain on the vessel and their qualifications.
12. Amount of ballast the vessel may hold.
13. Amount of bunkers, lube oil, and diesel oil on board.
14. Estimated draft with the vessel in ballast.
15. Name of berth and location.
16. Depth of water in the vessel's berth at mean low water.
17. Availability of vessel's main propulsion.
18. Describe how the vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
19. Operational status of machinery on board (i.e., engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors, and mooring machinery, etc.).
20. Any unusual conditions affecting the vessel's seaworthiness.

Tugs and barges remaining in port must have their decks clear of missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure that hatches are secured for heavy weather. The following information must be included in the mooring plan submission.

#### **Vessel Information Particular to Tug/Barge Units**

1. Name, call sign, and official number of tug and barge(s).
2. Nationality of the tug and barge(s).
3. Name of the master of the tug.
4. Name, address, and phone number of the owner/operator, charterer, and/or agent.
5. Reason why the tug and barge are remaining in port.
6. Provide full barge and tug characteristics that would be needed to effect salvage.
7. Provide a full stowage plan and manifest to determine particular cargo and pollution hazards.
8. Provide 24-hour contact information of qualified individuals who are empowered in writing by the owners to make on-site decisions and authorize expenditures for any required pollution response or salvage.
9. Provide full insurance coverage disclosure to the Captain of the Port and any affected facility.
10. Tug and barge(s) particulars as applicable (length, breadth, draft, air draft, gross tonnage, hull type, horsepower, single or twin screw).
11. Ballast capabilities.
12. Will the tug be tending the barge(s) while in port?
13. Number and rating of personnel to remain on tug.

14. Amount of lube oil and diesel oil on board the tug and barge(s).
15. Name of berth and location.
16. Describe how the vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size, length and lead of mooring lines or wire.
17. Operational status of machinery on board the tug and barge(s) (i.e., engines, generators, fire fighting pumps, bilge pumps, anchors and number of anchors, mooring machinery, etc.).
18. Any unusual conditions affecting either the tug's or barge(s)' seaworthiness.

## **VESSEL HEAVY WEATHER LAY UP PLANS**

Vessels allowed to remain in port must have the decks clear of any missile hazards, potential pollution hazards, and flammable materials. All persons in charge must ensure hatches are secured for heavy weather. The following information at a minimum should be included in requests to the COTP to allow a commercial oceangoing vessel or oceangoing barge of over 500 gross tons to remain in port.

1. Name of berth and location
2. Time/Date of Plan
3. Name, call sign, and official number of vessel
4. Nationality of vessel
5. Name of master
6. Name, address, and phone number of agent
7. Name, mailing address, and phone number of the charterer or operator
8. Name, mailing address, and phone number of owner
9. Vessel particulars including length and gross tonnage
10. State the reason why vessel cannot leave port. Condition of vessel
11. Number of personnel to remain on vessel and their qualifications.

## **VESSEL HEAVY WEATHER LAY UP PLANS (continued)**

12. Amount of ballast the vessel may hold
13. Amount of bunkers, lube oil, and diesel oil on board
14. Estimated draft with vessel ballasted
15. Depth of water in the berth at low tide
16. Availability of main propulsion
17. Describe how vessel will be secured to the berth. Submit a diagram showing the mooring arrangements with the size mooring lines or wire.
18. State the operational status of machinery on board (i.e. engines, generators, firefighting pumps, bilge pumps, anchors and number of anchors etc.)
19. Firefighting capabilities of vessel
20. Any unusual conditions affecting its seaworthiness.
21. Communications aboard vessel, including telephone number and frequencies monitored.
The above criteria are a minimum standard. COTPs can require additional information or vessel action. The COTPs are best suited to determine the needs necessary to safeguard the ports within their area of responsibility.
<p align="center"><b>Submit this form to the Marine Safety Office Tampa at the following address:</b></p> <p align="center"><b>Commanding Officer</b>  <b>USCG MSO Tampa</b>  <b>155 Columbia Drive</b>  <b>Tampa, FL 33606</b>  <b>(813) 228-2191</b>  <b>Or Fax to (813) 228-2399</b></p>